



TUITION WAIVER IS APPROVED.

A tuition waiver program for two-year college employees wishing to enroll in junior, technical, or community college courses has been approved by the State Board of Education.

The proposal originated in the Postsecondary Policy Advisory Committee and had been under discussion for almost five years.

"This is a victory for the policy committee and postsecondary employees," said Mary Jane Akel, AEA director of Field Services. "We're pleased that the State Board of Education saw fit to offer this benefit to the dedicated, hard-working employees at our two-year colleges."

Akel said Postsecondary Chancellor Fred Gainous, who chairs the policy committee, had been unwilling to expand the policy beyond an employee's own institution, but as approved it applies to all state two-year colleges, with the exception of Athens State College. It does not apply to four-year colleges.

This program will allow full-time postsecondary employees who have been working at least three years to take courses at two-year colleges and have tuition waived, although they will be responsible for books and fees.

Those who have been employed two years may have two-thirds of tuition waived and persons who have been on the job a full year will be allowed a tuition waiver of one-third of cost.

The proposed policy had been presented to the State Board of Education on February 28, 1991, and was to have been voted on at the April 25, 1991, but the chancellor did not put the waiver on the agenda.

AEA representatives requested that board Vice President John Tyson help get the proposal on the agenda, rather than delay a vote. Tyson amended the agenda and included the proposal, but because no monetary information was available from the chancellor on April 25, the board delayed the vote until May 23.

As originally drafted, the policy applied to employees and dependents, but **was amended so that only full-time employees are eligible.**

The only limit on number of courses which can be taken is that which is normally imposed by the institutions. To remain eligible for the program, an employee must maintain a "C" average. Those falling below the standard can pay for courses and be readmitted when their average improves.

With state board approval, the program now has been referred back to the policy committee which will draw up guidelines.

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As more information is received, you will be notified of procedures for participating in this program

ALSO GRADUATING

Dianne Johnson also graduated during the ceremonies on May 30. She received an Associate in Applies Science.

Dianne works as an Accounts Receivable Clerk in the Business Office. Congratulations Dianne.

COLLEGE-WIDE HOLIDAY

Shelton State Community College will be closed on Thursday, July 4th in observance of our nation's Independence.



EMPLOYEE EVALUATIONS

Employee evaluations are to be completed this month. These annual performance reviews are important to the college and the employee because they are designed to let the employee know how they stand in the performance of their jobs, improvements which can be made, and how these improvements can be made.

If you have any questions regarding your evaluation contact your direct supervisor or Rick Rogers.

SPRING FLING

The college's annual spring fling was held on May 10th at the 15th street campus. Approximately 150 college employees enjoyed fish, hush puppies, cole slaw and soft drinks. The hi-lite of the day was the annual volleyball match between the man and ladies of the college. **The men's team won** a close tournament that will be talked about until next spring

Britt "Spike" Turner led the men's team and the women's team was led by Humphrey Lee.

A special thanks goes to the committee that worked on the event and to Mr. Lem Morrison for sponsoring the fish fry.

GRADUATION 1991 A SUCCESS!

Graduation ceremonies held on May 30th at the Bama Theater were a tremendous success. The Honorable Victor Poole addressed the graduates, challenging them to be "the very best in their chosen fields." A pre-ceremony reception was enjoyed by graduates, their families, faculty and staff at the Christ Episcopal Church. Over 400 students received their diplomas, degrees, or certificates from Shelton State in 1990-91.

NEW CAMPUS UPDATE: THE BUILDING COMMITTEE

Faculty, staff, and administrators are being asked to serve on a building committee that will make recommendations to the president regarding the college's new campus. This important committee will have input on building structures, classrooms, office spaces, and other operations within our new college.

LEAVE RECORDS COMING

As a part of the college's new payroll system, employee leave records will be printed on the monthly paycheck stub. Plans are to have the feature available by the June 30th payroll.

EMPLOYEE PROFILE: THE SHELTON STATE FAMILY

One of the most popular employees at Shelton State is our Admissions and Records Clerk, **Jeanetta Hargrow**. Jeanetta has been a member of the Shelton State family for more than 11 years.

Her responsibilities include data entry of incoming transcripts, advising students on transferring credits, and assisting the Assistant to the Dean of Students for Admissions. Before joining the college staff, Jeanetta worked at Olympia Mills. She attended Fredd State and received an Associate Degree in Applied Science from Shelton State in 1983.

Jeanetta is active in church-related activities and is a Youth Counselor at the Friendship Baptist Church. The thing Jeanetta enjoys most about her job is the "contact and relationships I have with the students and my colleagues at Shelton State."

IS YOUR JOB A PAIN?

By working at a computer terminal or typewriter for eight or nine hours a day, you subject yourself to a multitude of little aches and pains. These seemingly minor problems can eventually lead to a host of musculoskeletal ailments.

Repetitive Strain Injury (RSI) covers a group of disorders affecting secretaries, telephone operators, personal computer users, terminal operators, and many others. Typing at breakneck speeds can cause wrist tendons to swell, and pinch the nerve between the wrist (carpal) bones. The result is numbness and pain in the hand and fingers. This condition, called Carpal Tunnel Syndrome, is progressive and can lead to permanent nerve damage.

RSI disorders, including lower back as well as hand/wrist problems, accounted for 52% of all recorded workplace illnesses nationwide last year. This was up from 18% in 1981 and 39% in 1987.

These disorders can be prevented. By improving your posture, stretching, and exercise, you can help eliminate and prevent the symptoms of RSI. Your back should be firmly supported, your hands and arms parallel to the floor, and your feet flat on the floor or on a foot rest.

(Diagram)

This diagram shows the correct posture that you should try to use to prevent the symptoms of RSI. If you don't have a foot rest, you can use a couple of thick books.

RECYCLING FAX

In 1990, fax machines in this country used about 3 million rolls of fax paper. Standard fax paper is not recyclable. There are a couple of things you can do to save on fax paper.

The first thing you can do is to use a smaller cover sheet. If you send 5 faxes per day, you will save 6 rolls of paper a year. If you use a fax transmittal sticker on the first page instead of a cover sheet, you will save even more.

The second thing you can do is to buy a fax machine that is able to use standard paper. Such machines use the same paper as laser printers and copiers.

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